



## Volunteer Action Associate Directors 2026-2027

Apply here: [https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_cG94zfKCusnMF4a](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cG94zfKCusnMF4a)

### Overview

- This position is a volunteer leadership position with the Wisconsin Union Directorate student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice. They will use their leadership to foster inclusive dialogue, challenge injustice, and create programming that reflects the diverse experiences of our communities.
- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a \$75/month stipend on your Wiscard for 8 months of the academic year.

### Committee Purpose

The Volunteer Action Committee provides UW-Madison students with the opportunity to learn about issues affecting American society and then engage in hands-on work to address the negative impacts. The committee develops on-campus volunteer/service events and programs, supplemented by a service learning immersion trip over spring break and smaller, more local day trips to offer a wide range of engagement opportunities. These experiences bring students together in strong, direct service and learning, working in a co-construction framework side-by-side with both their peers and the members of the communities they serve. The Volunteer Action Committee is an empathy-driven team that utilizes education, service, and reflection to create active citizens who educate the campus community about pressing social justice issues while supporting self-awareness, thoughtful dialogue, ethical volunteerism, and engaged service.

### Responsibilities for ALL Associate Director Roles

**Goal Setting:** Collaborate with Director, Advisor, and committee members to develop programming goals for the year.

**Communication:** Maintain regular communication with the Director, fellow Associate Directors, Advisor, and committee members regarding your areas of responsibility.

**Committee Member Engagement & Support:** Involve committee volunteers in developing exciting and engaging programming for our campus audience through training of programming techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution. As an Associate Director, you are encouraged to coordinate with the Director to organize one committee-wide friendship event during the 2026-2027 academic year.

**Modeling Leadership:** Volunteer Action Committee Leadership is first and foremost a team, so each Associate Director should serve as a model and mentor to committee members through things like:

- Help with marketing
- Actively participate in planning and promoting VAC and WUD-wide events beyond individual responsibilities
- Have a willing attitude to go above and beyond general duties when necessary
- Demonstrate a positive attitude toward larger WUD and Wisconsin Union issues and policies
- Understand and model best practices in ethical volunteerism/community service

**Embracing a Co-Construction Framework:** Develop events and programs through a co-construction framework, a collaborative process where two or more parties (e.g., learners/teachers, partners) work together to build knowledge, projects, or meaning, rather than passively receiving information. It emphasizes active dialogue, shared responsibility, and partnership, often resulting in deeper understanding and improved, mutually beneficial outcomes.

**Marketing:** Communicate programming details for each event with the Marketing Associate Director to maximize effective outreach. Work in tandem with the Marketing Associate Director and help complete various tasks for marketing.

**Meetings/Office Hours:**

- Committee Leadership Team (weekly)
- Committee meetings (weekly)
- General office hour(s) (weekly)
- Co-facilitate subcommittee/project meetings as needed

**Training Materials:** Update and improve relevant sections of training resources for next year's associate director.

**Additional Responsibilities:** The Volunteer Action Committee Director may exercise the option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary and the Associate Director has capacity in their weekly time commitment.

## **Specific Responsibilities for Each Associate Director Role**

### **Research and Programming--Campus & Local Events**

This AD role focuses on researching and developing campus and local volunteer/service events that support the committee's mission and goals. This student leader is responsible for including committee members in all steps of event research, planning, and implementing effective, innovative programming. Ideal applicants will demonstrate strong analytical, problem-solving, and teamwork skills. Event programming experience preferred but not required.

Duties & Responsibilities:

- Work with committee members to ideate and execute campus and local volunteer/service events
- Develop and document event planning best practices and processes
- Cultivate relationships with local community partners, and maintain a clear line of communication between VAC and those partners

- Plan and implement relevant pre-event educational orientations for participants that focus on developing social ties within the group, logistics, understanding the communities we are partnering with, and introducing the central social issues the service is centered on
- Coordinate the registration process for events when needed
- Research and share information on relevant communities and community partners prior to events

### **Research and Programming--Travel-Based Events**

This AD role focuses on researching and developing travel-based volunteer/service events that support the committee's mission and goals. This includes a Spring Break trip as well as shorter day trips and possible Winter Break opportunities. This student leader is responsible for including committee members in all steps of event research, planning, and implementing effective, innovative programming. Ideal applicants will demonstrate strong analytical, problem-solving, and teamwork skills. Event programming experience preferred but not required.

#### **Duties & Responsibilities:**

- Work with committee members to ideate and execute travel-based volunteer/service events
- Develop and document trip planning best practices and processes
- Cultivate relationships with community partners at service trip destinations, and maintain a clear line of communication between VAC and those partners
- Plan and implement relevant pre-trip educational orientations and post-trip experiences for participants that focus on social ties within the group, logistics, understanding the communities we are partnering with, and introducing the central social issues the service is centered on
- Coordinate the application and selection process for trip participants
- Research and share information on relevant communities and community partners prior to travel

### **Marketing & Community Outreach**

The AD for Marketing & Community Outreach focuses on engaging with the campus and broader community each semester to promote programs, build partnerships, and raise awareness about our mission and impact. This position is responsible for directly collaborating with committee members to develop and execute outreach strategies as well as managing social media and promotional materials. This student leader also creates educational content that highlights our work and encourages involvement. Ideal applicants will demonstrate strong communication, creativity, and collaboration skills. Marketing or outreach experience preferred but not required.

#### **Duties & Responsibilities:**

- Implement marketing and branding efforts for committee, trips, and events
- Design marketing and promotional materials for committee, trips, and events
- Manage all VAC social media accounts and develop relevant, consistent content
- Work with WUD Marketing Department and WUD VP External Relations to promote all aspects of VAC programming
- Work with other WUD Marketing ADs to develop a collaborative relationship
- Foster relationships between VAC and other organizations on campus and in the greater Madison community
- Develop outreach techniques to retain old committee members and recruit new committee members

- Collaborate other VAC leaders and committee members to prepare background information and orientation packets for each trip